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| **POSITION DESCRIPTION – Association Registrar or Administrator** |
| **Organisation:** |  |
| **Job Title:** | Administrator for *(Association name)*  |
| **Position Type:** | Voluntary / Paid |
| **Reports to:** | Board of *(Association name)* |
| **Currently filled by:** |  |
| **Commencement date:** |  |
| **End date:** |  |
| **Time Commitment:** | *Approximately 10 hours per week* |
| **POSITION DETAILS** |
| **Purpose**The Administrator provides the coordinating link between members, the board and outside agencies  |
| **Knowledge/Skills*** Strong written and oral communication skills
* Administrative and organizational skills
* Can maintain confidentiality
* Capable of using Microsoft Word and Excel, and MyNetball
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| **Typical time commitment*** *Approximately 10 hours per week throughout the year*
* *May be busier during registration period (generally February to April) and Saturday mornings through the winter season (May to September) may be required*
* *Some evenings will be required throughout the year*
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| **Responsibilities and Duties*** Cover all aspects of office work and general administration
* Prepare affiliation details of members and process registrations
* Respond to enquiries
* Attend meetings and take minutes as required
* Liaise with all members, Netball WA and other Associations
* Prepare calendar for the season
* Help with running competition/fixtures as required
* Banking duties, including budget recommendations
* Assist in producing submissions for government and other entities for grants and sponsorship
* Prepare annual report for AGM
* Attend professional development or training courses as required

**Member Protection*** You may be required to obtain a Working With Children Check (*if usual duties involve, or are likely to involve, contact with a child (under 18))*
* If exempt from Working with Children Check, you may need to obtain a Volunteer National Police Certificate
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| **ADDITIONAL INFORMATION** |
| **Volunteering in this position gives you the opportunity to:*** Work as part of team dedicated to the growth and development of *(Association name)*
* Meet and network with other volunteers and industry professionals
* Have input into the goals and objectives of *(Association name)*
* Use one’s skills in a positive and engaging way

For further information regarding this position please contact *(Association name) (Association contact details)* |
| ***This position description is intended as an example/template only. It is the expectation of Netball WA that each Association/Club customise the content to suit their individual needs*** |